

**PARK WEST COMMUNITY ASSOCIATION**  
**Special Maintenance Assessment Meeting**  
**Tuesday January 24, 2017**

Location: Robinson Secondary School, Gold Cafeteria.

Directors Present: Art Gile, Mark Griffin, T.J. Hanton, Rich Juchnewicz, Steve Lubore, Joan Murphy, Masha Stoyanova, Matt Strain, and Joe Underwood.

Directors Absent: None

Guests: Lori Randall (Summit Management Services Community Association Manager), 34 Members and numerous other guests (approximately 70 people in total).

Quorum: A quorum was present.

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The special meeting of the Park West Community Association Board of Directors was called to order at 7:32 p.m. by the Board President, Mark Griffin.

President's Report: Mark introduced a slide presentation. He went over the association's revenues against expenses and explained the deficit. He talked about Reserve expenses for 2015 and 2016 and projected Reserve expenses for 2017.

Mark reported on the history of the repaving project from January 2016 with the Board accepting the bid from Engineering and Technical Consultants (ETC) to perform project design, bid management, and project execution management. He then turn to the current status of the project to include the three phases of the project, the cost, the potential timeline for each phase and explained the financial picture along with financing options. He pointed out the pros and cons for each option and how we could achieve the recommended results. Mark concluded with the recommendation that a \$600.00 Special Maintenance Assessment be approved to be used for the repaving project. He talked about the way forward and advised that a Special Assessment requires that two thirds affirmative vote of the members to approve the special assessment.

Open Forum: Members spoke giving their opinions and asking questions. The Board discussed other possible options and their pros and cons. Mark asked for a vote by hand for the payment method and the majority voted for having three payments of \$200.00.

Vote: Votes and proxies were tallied. Thirty four ballots were handed out. Thirty one voted for the \$600.00 assessment. One voted against the assessment and two ballots were not returned.

Adjournment: Mark Griffin moved and was seconded to continue the meeting until the alternate date as specified in the Notice of Meeting on January 31, 2017.

Meeting Minutes Provisionally Approved by  
the Board of Directors on April 18, 2017.

Meeting Minutes Final Approval to occur at  
the next Meeting of the Members.

The next Meeting of the Members is  
currently planned to be the Annual Meeting  
to be held at 8PM on November 15, 2017 at  
the Lord of Life Lutheran Church, 5114  
Twinbrook Road